

BOARD OF DIRECTORS – ACTION SUMMARY
Thursday, August 24, 2006 – 6:00 p.m.

Administration Building
2101 Hurley Way, Sacramento, CA

CALL TO ORDER

The meeting was called to order by President Engellenner. Board Members present: Duveneck, Engellenner, Goold, Granados, Jones, Lawson, Trujillo, Valley. Director Kelly, absent. Staff: Fire Chief Mette, General Counsel Margarita, Board Clerk Tilson.

PLEDGE TO FLAG

METRO CABLE 14 ANNOUNCEMENT

The open session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Saturday, August 26 at 3:00 p.m. and Monday, August 28 at 6:00 p.m. on Channel 14; Webcast at www.sacmetroable.tv. A VHS copy is also available for checkout from any library branch.

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN
DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON THE AGENDA**

AWARDS

FIRE CHIEF'S COMMENDATION FOR DISTINGUISHED SERVICE—(Mette/Lynch)

- 1. George Little**
- 2. Doug Nelson**
- 3. Robert Craddock**

Commendation Plaques were presented to George Little, owner of College Oak Towing; Doug Nelson, General Manager of Operations; and Robert Craddock, Manager; in recognition of their many years of unwavering support of the Fire Service. The automobiles provided for public education programs such as Every 15 Minutes and Fire Camp, as well as extrication training, enhanced the District's ability to provide rescue and protection services to the citizens of our Fire District.

On behalf of the District, Fire Chief Mette, Captain Lynch, and the Board members thanked the award recipients for their contributions and service to the citizens and members of the Sacramento Metropolitan Fire District.

Director Goold paid tribute to George Little, owner of College Oak Towing, stating he has donated thousands of dollars in time and energy over the past 30 years in helping the Fire Service, whenever needed. He related the history of George Little and his continual commitment in life to help people. He stated as a Board member and a friend, he was proud to know that he is part of a continuing partnership.

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON THE AGENDA

- Captain Pat Monahan, Vice President of Sacramento Fire Fighters Local 522, touched on the sensitive subject of the special meeting held August 11, 2006, relative to a disciplinary action of a former employee. Fire Chief Mette made a decision based on the facts presented but it was unfortunate that Director Duveneck did not support him.

He also felt that Director Jones overstepped her boundaries when she basically put all employees on notice from this point on, which includes the personnel he represents.

CONSENT AGENDA:

1. Board Meeting Action Summary—August 9, 2006

- **Board Action:**
Granados/Lawson—approve the consent Agenda. Directors Duveneck, Engellenner, Granados, Jones, Lawson, Trujillo, Valley, AYE. Director Goold, abstained. Director Kelly, absent. Motion carried.

2. Special Board Meeting Action Summary—August 11, 2006

- Director Jones referred to the second item of this meeting, stating she had a conflict with the second and fourth Thursday for Board meetings and requested a change to the first and third Thursday.

Director Trujillo stated he had a conflict with the first and third Thursday.

REQUEST TO ADD ITEM TO THE AGENDA:

- **Board Action:**
Jones/Duveneck—reconsider adjusting the Board meeting schedule to the first and third instead of the second and fourth Thursday. Directors Duveneck, Goold, Jones, Valley, AYE. Directors Trujillo, Granados, Lawson, Engellenner, NO. Director Kelly, absent. Motion died.

- **Board Action:**
Granados/Trujillo—approve the Action Summary for August 11. Directors Duveneck, Engellenner, Granados, Jones, Lawson, Trujillo, Valley, AYE. Director Goold, abstained. Director Kelly, absent. Motion carried.

ACTION ITEM(S)

1. Deputy Fire Marshal Job Description—(Junn)

- Staff recommends two modifications of the job description under Experience: delete III after Supervising Inspector since we do not have that classification and add *Supervising Investigator* as one of the qualifications.
- The Policy Committee unanimously approved referral to the full Board.
- In response to Director Goold, Captain Monahan, Vice President of Local 522, stated “Operations” Captain was discussed through the meet and confer process and it was agreed there is no potential conflict, but strike “Operations” if there is a concern.
- Discussion included the deletion under Experience to read, as recommended by Counsel Margarita: experience as an ~~Operations a Captain~~
- **Board Action:**
Lawson/Jones—approve staff recommendation as amended by Counsel. Directors Duveneck, Goold, Engellenner, Granados, Jones, Lawson, Trujillo, Valley, AYE. Director Kelly, absent. Motion carried.

2. Precepting Paramedic Students—(Cantelme)

- Metro Fire historically has provided field internships on a limited basis to non-Metro/American River College students.
- The primary recipients of these internships include personnel from other fire departments, law enforcement, hospital, public safety agencies and students that are on Metro Fire’s entry level firefighter hiring lists.
- The District provides Metro Fire paramedics with a two dollar per hour financial incentive to precept students. Each student is required to complete a minimum of 480 hours for a cost of \$960. Some students require more than the minimum and may be granted extensions from 72 hours to 240 hours, for an additional cost up to \$480, for a total cost of \$1,440 per student.

- Staff recommends the Fire Chief or his/her designee be authorized to continue to provide field internships to students not affiliated with the Metro Fire/American River College paramedic program.
- The Policy Committee approved referral to the full Board.
- **Board Action:**
Lawson/Granados—approve the staff recommendation. Directors Duveneck, Engellenner, Goold, Granados, Jones, Lawson, Trujillo, Valley, AYE. Director Kelly, absent. Motion carried.

PRESENTATION ITEM(S)

1. Purchasing and Contracting Policy Overview—(Ritter)

- A three-page staff report was submitted with a 53-page Purchasing and Contracting Policy No. 110.01 attached.
- Recommend consolidation of all purchasing practices into the Purchasing and Contracting Policy No. 110.01 and approve the following:

Consolidate Related Purchasing and Contracting Policies

- Board Policy #106.01 – Fixed Asset Policy
- Board Policy #120.01 – Acquisition, Movement and Survey of Property/Equipment
- Board Policy #126.01 – Purchasing and Procurement
- Administrative Policy # 128.01 – Purchases-Services Less Than \$5,000 (Changed to \$2,500)
- Board Policy #136.01 – Purchasing Card – (Cal Card)

Policy Change Procedures

Reclassify the Purchasing and Contracting Policy from a Board to an Administrative policy. In an effort to give the Chief the flexibility to revise policies without extensive delay, while maintaining the Board's full control over the "intent" of this policy, staff recommends the following criteria:

- "The Board provide the Chief, with the concurrence of General Counsel, the authority to modify immaterial language within this policy/procedures provided said changes are reported to the Board **at the next regularly scheduled Board meeting.** Changes in material language require approval by the Board Policy Committee prior to implementation."

Policy Revisions

Provide staff with direction on any desired modifications to improve the following policy revisions recommended for Board approval at the September 14, 2006 meeting.

- Policy #110.01 – Purchasing and Contracting Policy Revision (Existing policy – all revisions highlighted in yellow)
 - Informal Bid Procedure (New - Proposed)
 - Formal Bid Procedure (New - Proposed)
 - Contracts Procedure (New - Proposed)
- PowerPoint presentation provided an overview to include:
 - Purchasing and Contracting Policy Goals
 - Program Accountability
 - Purchasing Thresholds:
 - <\$500 – Requires Budget Officer approval
 - >\$500 – Requires Purchase Order
 - >\$2,500-\$35,000 – Requires Informal Bid
 - >\$35,000 – Requires Formal Bid
 - Informal Bid Process with flow chart
 - Formal Bid Process with flow chart
 - Contract Process flow—no standard forms but draft contract language to be submitted to General Counsel for approval
 - Process has been reviewed by General Counsel.
 - Director Goold stated when the Fire Chief, as the Chief Executive Officer hired to lead our organization, is placed in the flow diagrams, he would be in full support of the policy. In these times of economic questions, it is incumbent that the Chief Executive Officer review and sign off on contracts and those kinds of things.
 - Director Duveneck requested a short summary sheet to highlight the key changes proposed.

Deputy Chief Ritter stated this could be provided.

PRESIDENT'S REPORT—(Engellenner)

- The Board received a memo on August 15 from Assistant Chief Geoff Miller regarding the helicopter program fact-finding. Call him with any questions or input.

FIRE CHIEF'S REPORT—(Mette)

- August 18 – open house at Station 32 with approximately 40 neighbors in attendance.
- Church fire on Palm Avenue was a result of arson. District Arson Unit and ATF jointly conducting the investigation.
- August 23 -- Director of Finance interviews. Announcement of new Director forthcoming.
- August 24 – CERT Graduation at Station 21. Deputy Chief Latta representing Fire Chief Mette.
- August 28 and 29 – Attending the Metro Fire Chiefs Conference. Deputy Chief Ritter will be the Acting Fire Chief.
- Met with Local 522 and Assistant Chief Cantelme. Pilot EMS program to be started for six months.
- Additional Helicopter Information – read an eleven-page document distributed to the Board by General Counsel Margarita, which included the Air Operations and salary costs for the program, and answers to previous Board questions.

There was a question on the frame that was surplused - it was done properly with substantiating paperwork for the transfer to Alameda County.

Fire Chief Mette answered numerous questions from the Board.

Director Granados read an excerpt from the August 8 letter to Standard and Poor's by Interim Finance Director Whitcomb stating, "The District determined that it was necessary to conduct an investigative audit of some matters that may involve fraud, involving management and/or employees who had significant roles in the application of internal controls, since the omission of such controls could have a material effect on the financial statements of the District." He expressed his disappointment and stated individuals involved should be held accountable.

Director Trujillo stressed the importance of the Board's fiduciary responsibility to the public. He was disturbed that our personnel have used equipment when a new helicopter could have been purchased with the money spent. He referred to the letter from Assistant Chief Miller and stated his response was distributed to the Board. He felt we are on the right track with this new Administration and commended Fire Chief Mette and General Counsel Margarita for the fact-finding responses brought forward. He felt that the individuals involved should be prosecuted if possible.

Director Duveneck stated if there is fraud or wrongdoing, he endorses prosecution of those responsible, but also expressed concern that individuals have departed and are not here to respond with any explanation.

President Engellenner agreed that the District could have bought a new helicopter with the money spent on Copter I. He will wait for Assistant Chief Miller's fact-finding report and advised him to take his time to do it accurately.

Captain Monahan of Local 522 asked how much time was spent to acquire the factual/supportive information and not accusations, pointing out that the Board Directors who pushed for fiscal accountability were right and now have the truth based on facts, documents and records.

Fire Chief Mette stated the report presented tonight took about 5 people working over a two-week period of time.

GENERAL COUNSEL'S REPORT—(Margarita)

- Director Lawson stated in reviewing this report from Fire Chief Mette on the helicopter, he asked if Counsel was aware of any adverse effect on the District's bond rating.

Counsel Margarita stated he would have to look at that in further detail.

COMMITTEE AND DELEGATE REPORTS:

Executive Committee—(Engellenner)

- Next meeting: TBA

Communications Center Delegate—(Valley)

- Next Meeting: August 29, 2006 – 10:30 AM

California Fire & Rescue Training Authority—(Goold)

- Received presentation. Coming to fruition, there could be a building on the property in 2007.
- Next meeting: TBD

Finance Committee—(Granados)

- Next meeting: September 14, 2006 – 5:00 p.m.

Policy Committee—(Lawson)

- Received presentation.
- Next meeting: September 28, 2006 – 5:00 p.m.
Items: Cost recovery policy and Associate General Counsel Job Description.

BOARD MEMBER QUESTIONS AND COMMENTS:**Lawson:**

- Thanked Fire Chief Mette for his report on the Helicopter Program.
- Station 32—thanked everyone who attended the open house on behalf of his constituents and the CERT volunteers who helped. Extended appreciation to Captain Sweeney and the individual in charge of the construction crew who took care of a fan that was disturbing residents.

Jones:

- A request was initiated by Director Kelly on August 11 that a matrix be made to decide a meeting schedule conducive to all Board members. It can be submitted for September 28.
- **Board Action:**
Jones/Duveneck—provide a matrix for a Board meeting schedule. Directors Duveneck, Goold, Jones, Valley, AYE. Directors Trujillo, Granados, Lawson, Engellenner, NO. Director Kelly, absent. Motion died.
- Hearing/decision on August 11 – Any inappropriate behavior in the workplace is upsetting. She voted on the content of the actions but it was the process that was under consideration. The vote taken stands but she is changing her position because she felt the process was not correct. As a 25-year member of Local 522, she believes in upholding process and it should extend to all members of the organization to be fair.

Trujillo:

- Congratulated George Little, Doug Nelson, and Robert Craddock who received the distinguished Commendations tonight.
- Thanked Deputy Chief Ritter for his fuel report.
- Expressed confidence in Assistant Chief Miller to bring forward a fact-finding report. Cautioned that much has been said about the people who left that are to blame, but we still have people working in this organization who continue to deceive this Board and should be dealt with harshly.

Relative to his questions on the work at Station 115, Fire Chief Mette stated it did not go out to bid. Director Trujillo requested information on the organization that did the work and if other work was performed by them without bidding.

Thanked Fire Chief Mette for the report on the helicopter. The helicopter is a great program. Expressed appreciation to this Administration for answers to questions. If possible, would like to see people who have left be held accountable.

Goold:

- Thanked Fire Chief Mette but will continue to hold his comments on the report, pending forthcoming facts.
- The First Court of Appeals has made a decision that allows this agency to begin billing for services rendered during a DUI accident. Encouraged the Policy Committee to formulate a policy that allows our staff to go out and be reimbursed. This further reinforces the programs put in place to deal with those kinds of issues in our community.

Director Lawson stated he brought this issue up and General Counsel is handling it with review by Fire Chief Mette. Anticipate this issue at the next Policy Committee meeting.

Valley:

- The negotiation process is proceeding smoothly to date.

Granados:

- Happy to see that the Deputy Fire Marshal position is finally being filled.
- Thanked Fire Chief Mette for the helicopter report. General Counsel and staff did a good job in a short amount of time. Disappointing to find that previous presentations were not as straight forward. Emphasized the importance that staff bring accurate information to the Board so that they can make good decisions.

Engellenner:

- Requested Assistant Chief Miller personally contact every Director if he does not hear from them before completion of his report.
- General Counsel Margarita's mother was put in the hospital yesterday with a very serious illness and wished her all the best.

ADJOURNMENT – Meeting adjourned at 8:00 p.m.

H. Peter Engellenner, President

Ray Trujillo, Secretary

Charlotte Tilson, Clerk of the Board